

MEMORANDUM

TO: Archaeological and Architectural Historian Consultants

FROM: David Pollack, Site Protection Program Manager, Kentucky Heritage Council;
Rachel Kennedy, Site Identification Program Manager, Kentucky Heritage Council
George Crothers, Director, Office of State Archaeology, University of Kentucky

DATE: August 23, 2006

RE: Section 106 and other Site Records Check Fees, and Archaeological Report Submittals

This memorandum outlines two important changes in the procedures for conducting site checks at the Kentucky Heritage Council and Office of State Archaeology and submitting reports to the Office of State Archaeology.

1. Due to budget cuts and staff reductions, additional revenues are needed in order for our respective agencies to continue to update and maintain site inventory records, report libraries, and Geographic Information System coverages (GIS) and databases that are provided as a service to preservation consultants. Over the last several years we have created both the archaeological and historic structure Geographic Information Systems and improved the organization of our respective report libraries. As new site forms and reports have been submitted they are incorporated into our respective databases, assistance is provided to those undertaking site checks, and new site forms and reports are filed in a timely manner. Up until this year we have been able to update our respective databases and provide site checks, without having to charge a project specific fee. However, due to budget constraints we are no longer able to do so. Therefore, pursuant to KRS 61.874(4) we are instituting site records check fees for consultants accessing the archaeological and historic structures site inventories. Because these inventories are separately maintained, there will be a separate fee for each site check.

This will be a project specific fee. The fee will be 100 dollars per project. Requests for electronic (GIS) data will not be charged an additional fee. However, requests for paper site checks will incur an additional 40-dollar charge. For those data requests that take more than one hour to complete, there will be an additional charge of 40 dollars per hour. As in the past you will continue to be charged for the copies that you make. You should be aware that in determining an appropriate fee, we did not attempt to recover all of our costs, but only what was needed to continue to update and maintain our respective databases and to be able to respond to data requests from the consulting community. As such in the future it may be necessary to adjust the site check fee, due to additional budget cuts or an increase in expenses associated with maintaining and updating these site inventories. Students and others conducting non-profit research will be exempt from the fee.

The fee will be assessed on all site checks conducted after October 1, 2006 and any projects where the fieldwork is conducted after November 1, 2006. The fee can be paid at the completion of the site check or we can send you an invoice. So that we can better track projects, when you conduct your site visit we will issue you a project number. If you are doing multiple site checks, then you should get a number for each project. This project number should be included on the cover page of any reports that are submitted for review by the Kentucky Heritage Council, the State Historic Preservation Office. You can still make initial data requests electronically, but for those projects where there are archaeological sites identified within the two kilometer catchment or historic structures within the project's Area of Potential Effect you will still need to make an appointment to physically examine the site records.

2. In order to streamline the process and ensure that reports are submitted to the Office of State Archaeology in a timely manner we are also changing the submittal process for archaeological reports. We are doing this to ensure that the Office of State Archaeology receives copies of all Section 106 compliance reports. Beginning immediately, instead of submitting two copies of each report to the Kentucky Heritage Council and two copies to the Office of State Archaeology, we now request that three copies be sent to the Kentucky Heritage Council only. The Heritage Council will then forward a copy to the Office of State Archaeology for processing and filing in the report library. You should continue to submit site survey forms and copies of research reports, thesis, dissertations, and articles to the Office of State Archaeology as you have in the past.

These changes will allow us to continue to improve the data and services that our respective offices provide the preservation consulting community. Thank you for your cooperation and understanding as we implement this new fee structure. Should you have any questions concerning these new policies please feel free to contact the appropriate office.